

Exercise Design Team Notes
(2003)

An Exercise Design Team should be established as part of a Comprehensive Exercise Program to plan, coordinate and support essential activities in the process of developing community exercises.

Design Team responsibilities may include:

- Determining exercise objectives,
- Developing the scenario,
- Developing the sequence of events or schedule,
- Developing exercise messages or injects,
- Assisting in the development and distribution of pre-exercise materials,
- Helping with pre-exercise training,
- Acting as simulators or controllers in functional exercises.

A representative from each participating jurisdiction in a multi-jurisdiction exercise or each department in a single organization exercise should be considered to be part of the Design Team. Team members with varied skills may enhance the Design Team. This team may change depending on the exercise program, type and scope of each exercise, and on many other factors.

The designated Team Leader should be able to devote the necessary time and effort, should be familiar with appropriate plans, have an understanding of the organizations participating, and normally should not be a key operational member from any of the participating organizations if expected to participate in the exercise. However, exceptions do exist and must be considered as part of the exercise design process.

The following strategy for organizing a Design Team list is extracted from the Federal Emergency Management Agency independent study course, "Exercise Design", IS 139, dated March 2003:

- Establish clear goals,
- Agree on a plan of action, with specific responsibilities and due dates, to meet the established goals,
- Reach consensus on a realistic pre-exercise schedule,
- Meet regularly and use the experience to learn more about the community and participating organizations,
- Consider using job aids or other tools to maintain focus and visibility, and, as a supplement to this list,
- Document and share the experience of the development process and of any lessons learned.